



JOB DESCRIPTION

Position Title: **Adjunct County Extension Agent**

Working Area: **Urban Horticulturist**

Class Code: 3001

Exempt

EEO Code: 02

Effective Date: August 29, 2002

Major Function

Professional work involving the development and implementation of an Extension Education Program in Urban Horticulture.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assist homeowners with problems in plant/lawn care and maintenance. Develops an overall education program to suit the needs of Seminole County Clients. Develops and maintains an effective Urban Horticulture Advisory Committee.

Prepares educational materials and group educational programs on environmental landscape maintenance for garden centers, retail nurseries and Homeowner Associations. Assists with the writing of funding proposals/grants and in the management of special funding events.

Make presentations to garden clubs, civic groups and schools. Prepares and presents home horticulture programs using mass media and handles mass media promotions. Presents information to the public through newsletters, classes, seminars, and telephone consultations.

Assumes overall leadership for planning, coordinating, implementing and evaluation of an ongoing Master Gardener Volunteer Program, that trains, assigns, coordinates, develops, and recognizes volunteers in the Urban Horticulture Program. Provides input in the development of a budget for the Master Gardner Program. Develops program goals and objectives that ensure a successful Urban Horticultural and Master Gardner Program.

Handles the processing of all soil, water, and plant samples. Follows up with recommendations on home horticulture problems including but not limited to soil, water, plant identification, plant disease, insect and weed samples. Cooperates with 4-H agent in conducting horticultural clubs. Installs and maintains horticultural exhibit at Central Florida Fair and State Fair.

Must adhere to the policies, procedures, reports and evaluations of the University of Florida Cooperative Extension Services.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of plants and plant culture. Knowledge of Urban Horticulture programs and home gardening.

Ability to translate research results into practical education programs. Ability to relate well to homeowners, gardening clientele, and the news media. Ability to accept direction and supervision. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Horticulture or related plant science and two (2) years' experience in the horticulture field.

Must be approved and receive certification from the University of Florida's Cooperative Extension Service as an Adjunct County Extension Agent prior to appointment.

Must be able to work flexible schedule and work irregular hours that include travel inside and outside Seminole County using personal transportation. A valid Florida driver's license is required.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The normal working environment for this position is a combination of normal office duties and duties that are performed in a classroom or teaching environment.